ISSN 0383-3712

ANNUAL REPORT

1985

LEGISLATURE
LIBRARY
EDMONTON
ALBERTA

86-02982/

ALBERTA

LEGISLATURE LIBRARY
216 LEGISLATURE BUILDING
T5K 2B6
422-5085

31 January, 1986

TO THE HONOURABLE THE SPEAKER OF THE LEGISLATIVE ASSEMBLY

I have the honour to submit the Legislature Library's annual report for the calendar year ending 31 December, 1985.

Respectfully submitted

D.B. McDougall

D.B. McDougall
Legislature Librarian

LEGISLATURE LIBRARY
ANNUAL REPORT
1985

Compiled by D.B. McDougall
Legislature Librarian

Prepared for The Honourable Gerard J. Amerongen, Q.C.
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

31 January, 1986
Legislature Library
216 Legislature Building
Edmonton, Alberta
T5K 2B6

ISSN 0383-3712
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HISTORICAL NOTE

The Legislature Library was officially established in 1906, shortly after the Province of Alberta was formed. In the beginning, it was called the Provincial Library and was housed in the Empire Block, Edmonton. The first Provincial Librarian was Senator W.A. Buchanan of Lethbridge.

Following the completion of the first Terrace Building in 1907, the library was located at that site. Finally, the library was moved to the present Legislature Building in 1911 prior to its official opening in 1912.

During the early years, the Provincial Library served as a parliamentary library, a general reference library for the entire provincial government and the Provincial Archives. Following the completion of a special study in 1973, the Provincial Library's name was changed to the Legislature Library and it was reorganized. It presently serves as Alberta's parliamentary library and coordinates some of the cooperative programs which have been established among provincial government libraries.

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A. PURPOSE OF THE LIBRARY

The Legislature Library serves two basic purposes:

1. It provides parliamentary library services for the Province of Alberta. These services are provided by the library's Information and Reference Services Section and its Legislative Research Services Section.
2. It provides technical counsel concerning the development of provincial government special library operations and coordinates some of the cooperative programs which have been established among provincial government libraries. These functions are the responsibility of the library's Cooperative Government Library Services Section.

It should be noted that the Legislature Library has no line authority over Alberta provincial government libraries. These libraries are administered and funded by the parent department or agency. It should also be noted that the Legislature Library is not a law library nor does it coordinate municipal library services in Alberta. These are common misconceptions. Other provincial government organizations are responsible for these functions.

The official membership of the Legislature Library consists of the Lieutenant-Governor and all Members of the Legislative Assembly. In the interests of economy and the most efficient use of the Province's resources, the Legislature Library's facilities are available for use by the provincial civil service and private citizens. However, it should be noted that the needs of the Lieutenant-Governor and Members of the Legislative Assembly take precedence in any situation where conflicting demands arise concerning library service.

The Legislature Librarian is responsible for the general direction of the Legislature Library. He/she reports directly to the Clerk of the Legislative Assembly. The Legislature Library lies within the jurisdiction of the Speaker of the Legislative Assembly.

B. ORGANIZATION AND STAFFING

All members of the library staff are classed according to the related sections of the system provided by the Alberta Personnel Administration Office. Their position descriptions (Form PAO 81 (A & B)) are reviewed during each performance appraisal.

During 1985, there were no changes in the organization of the library staff.

On December 31, 1985, the organization of the library staff was as outlined on the following pages. On the same date, the following persons were members of the permanent staff:

D.B. McDougall, Legislature Librarian
J.E. McDonough, Director of the Legislative Research Services
L.R. Buhr, Head of Information and Reference Services
K.L. Powell, Coordinator of Cooperative Government Library Services
I.C. Langhammer, Documents Librarian
D.J. Byron, Research Officer
L.P. Campbell, Research Officer
C.L. Gall, Research Officer
N.H. DeJager, Technical Services Librarian
S.S. Kujansuu, Serials Librarian
E.V. Cardy, Senior Library Technician
B.A. Sears, Senior Documents Technician
I.A. Broersen, Documents Technician
M.A. Blanchet, Interlibrary Loan Technician
L. LaBrie, Interlibrary Loan Technician
L.J. Shurko, Serials Technician
L.J. Stein, Technical Services Assistant
G.A. Boyer, Senior Secretary

Z. Moloo, Accounts Clerk
J.M. Dieno, Microforms Clerk
J.F. Grabski, Secretary
T.A. Shah, Serials Clerk
N.L. Tulk, Documents Clerk
C. Yung, Clerk Typist

During 1985, two members of the library's Information and Refence Services Section took maternity leave. The names of these staff members and the dates of their leaves follow: S.S. Kujansuu, Serials Librarian, 2 January to 30 June, 1985, and L.J. Stein, Technical Services Assistant, 1 April to 29 September, 1985. During their absences, J.A. Pyrch, Temporary Serials Librarian, and C.M. Mather, Temporary Technical Services Assistant, performed their duties.

The following persons left the library's permanent staff during 1985:

G. Gosen, Interlibrary Loan Technician
A.S. Duering, Secretary

During 1985, the following persons worked on a part-time basis at the Legislature Library:

J.A. Pyrch, Temporary Serials Librarian
M.F. Day, Temporary Interlibrary Loan Technician
C.M. Mather, Temporary Technical Services Assistant
B.A. Lakeman, Books and Serials Page
M.A. Roque, Documents Page
D. Woronowicz, Documents Page

Management by objectives has been adopted by the Legislature Library. The library uses Form PA0 702 for providing a record of these objectives and the related results. Form PA0 701 is used for the evaluation of all other members of the staff. All performance appraisals completed at the Legislature Library are seen and signed by the staff member concerned and are discussed by each employee and her/his supervisory staff.

The "Flexible Hours" system is in effect at the Legislature Library. This system ensures that more employees are on duty during peak hours of library service and allows staff more freedom in their choice of working hours, provided of course, they meet the basic requirement stated in their respective working agreements.

C. INFORMATION AND REFERENCE SERVICES SECTION

The Information and Reference Services Section is responsible for providing the following services:

- information and referral to sources of information
- an extensive collection of Canadian federal and provincial government statutes and reports
- a complete collection of all recent Alberta sessional papers and filings
- general reference books, indexes and journals
- monthly lists of new books and reports acquired by the library
- lists of journal articles concerning public issues and the activities of governments
- an extensive collection of Alberta daily and weekly newspapers and a cross-section of national titles
- files of newspaper clippings concerning public issues and the activities of governments
- online (computer) information service
- interlibrary loans
- photocopy, microform reader/printer and electronic calculating equipment
- video tape service
- cassette tape recorders

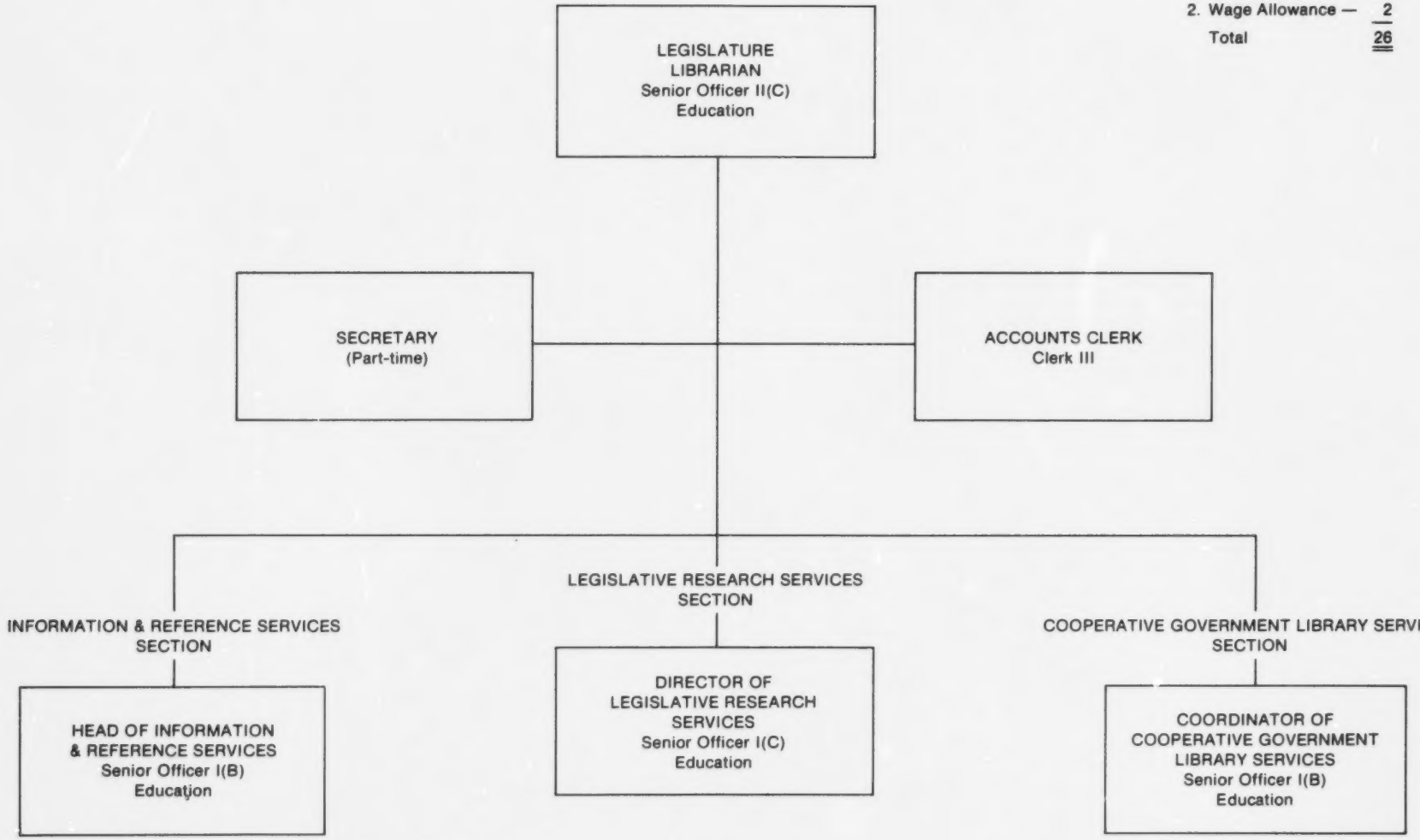
1. Collection Development and Review

The Information and Reference Services Section is responsible for the development and maintenance of the Legislature Library's collection of resource material. The library's policy in this regard is recorded in a written plan.

LEGISLATURE LIBRARY - ORGANIZATION CHART - 1985

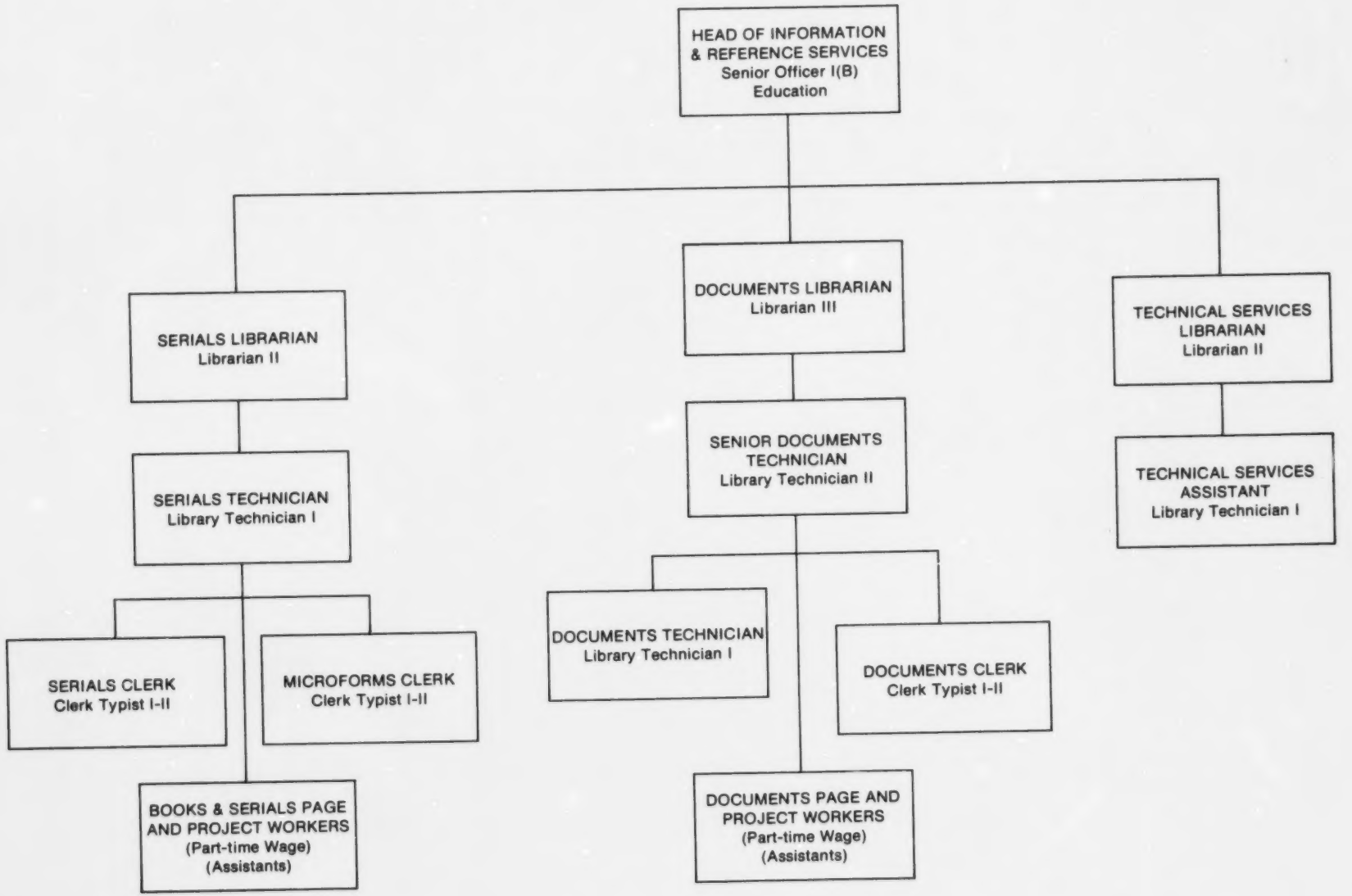
ESTABLISHMENT:

1. Permanent Staff —	24
2. Wage Allowance —	2
Total	26

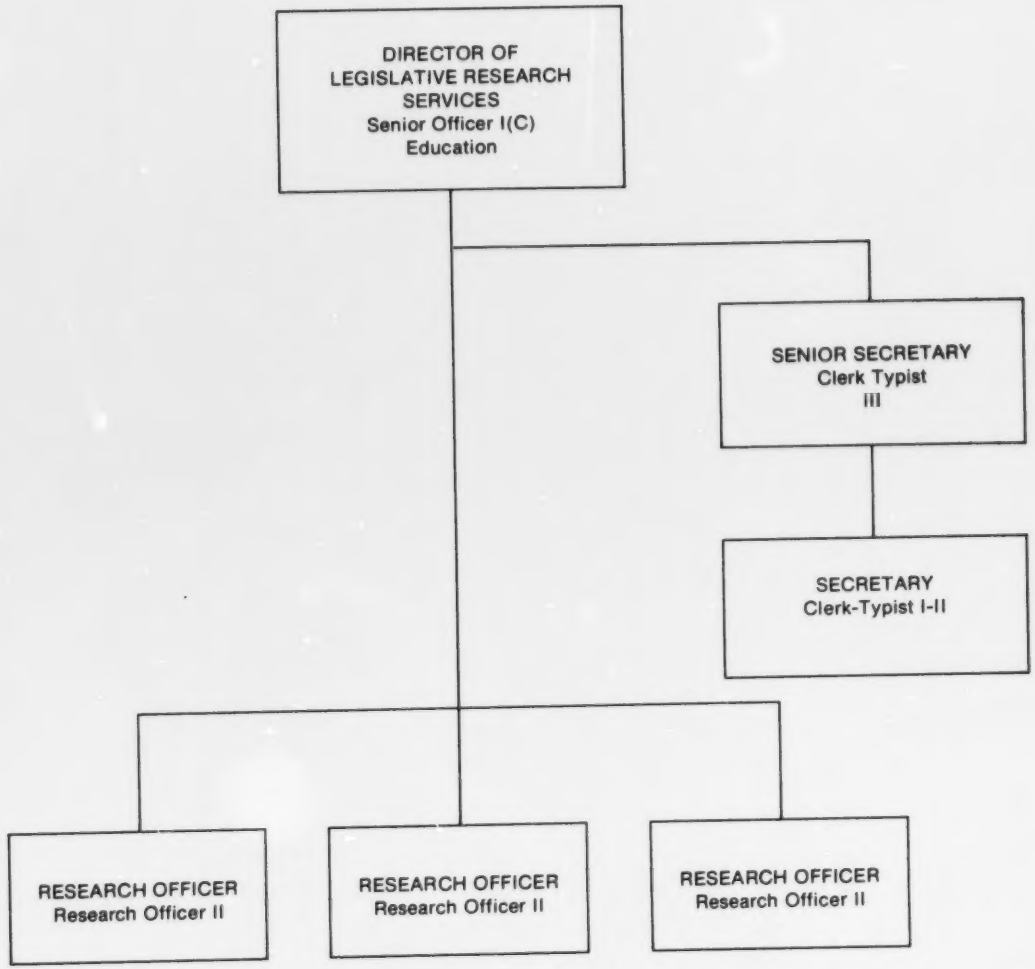


NOTE: The detailed organization chart for each section follows.

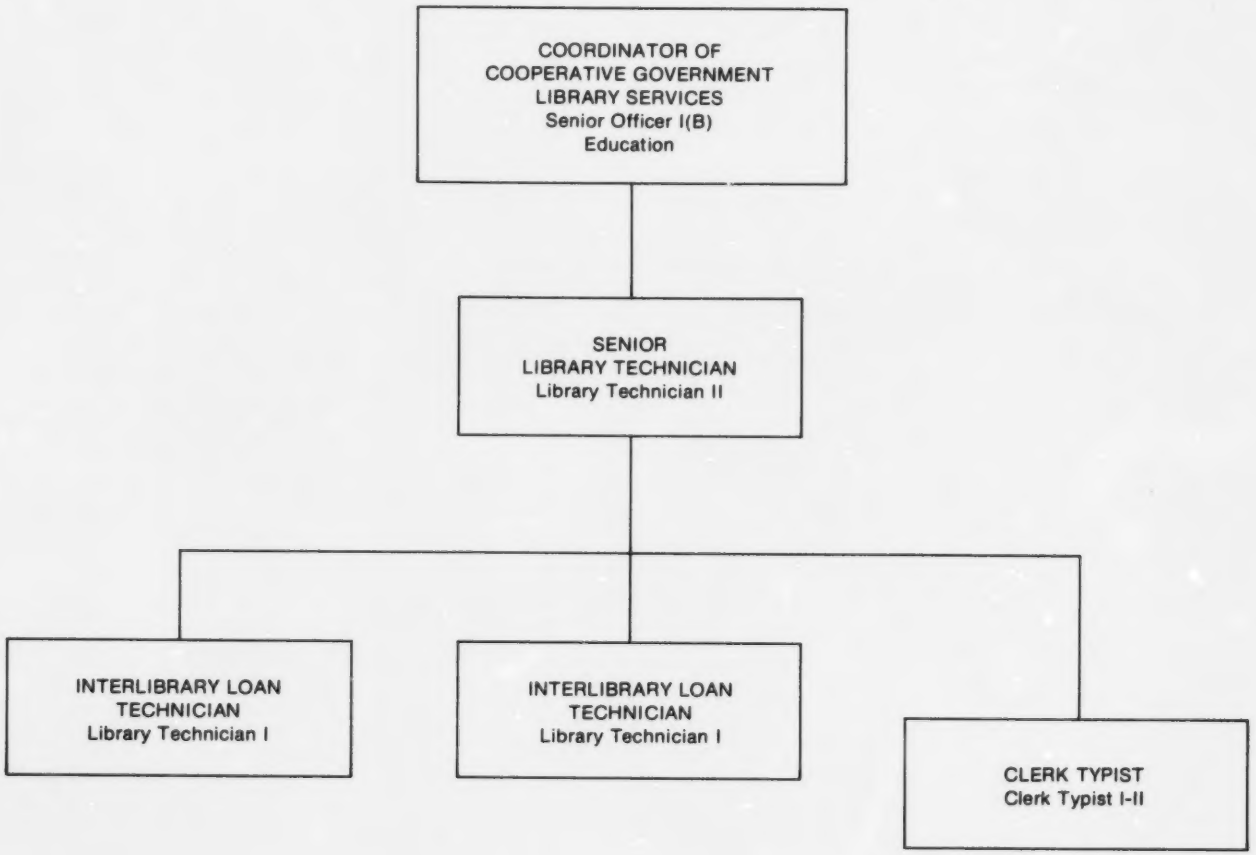
LEGISLATURE LIBRARY - INFORMATION & REFERENCE SERVICES SECTION - 1985



LEGISLATURE LIBRARY — LEGISLATIVE RESEARCH SERVICES SECTION - 1985



LEGISLATURE LIBRARY - COOPERATIVE GOVERNMENT LIBRARY SERVICES SECTION - 1985



The Legislature Library's book collection is classified according to the Library of Congress System and is catalogued using the Anglo-American Cataloguing Rules 2. It's large collection of government publications is organized and indexed using the automated CODOC system and its serials collection can be accessed through the library's card catalogue, computer output microfilm and on-line through the Computing Services Division, University of Alberta.

In 1985, the Information and Reference Services Section began an inventory of its large collection of government publications. During the summer months, the Canadian and Alberta sections were completed. During the next two years, the remainder of the collection will be checked. This project is being supervised by I.C. Langhammer, Documents Librarian.

During 1985, 1,539 new books titles and 25,306 government publications were added to the Legislature Library's collection. During the same period, approximately 21 books, 1,000 government publications and 2,414 serial publications which were duplicate to and/or no longer appropriate to the collection of the Legislature Library were made available to other library organizations directly or through the National Library's Book Exchange Centre, Ottawa.

2. Biographical Register of the Alberta Legislature

Each year, members of the library's Information and Reference Services Section receive a large number of inquiries concerning persons who are presently, or who were at sometime, associated with the Alberta Legislature. Sometimes this information is relatively easy to locate. At other times, it is more difficult. The problems encountered by the staff when responding to this type of request have prompted them to prepare a biographical register of the Alberta Legislature. Similar registers are maintained by other parliamentary libraries.

In brief, the register contains significant biographical data concerning Alberta's Lieutenant-Governors, Members of the Legislative Assembly and Assembly officials such as the Clerk, Sergeant-at-Arms, etc. As well, it lists the names of members of provincial cabinets and articles have been prepared concerning how the Province was named, the Legislature Building, the Mace, provincial emblems and other related subjects.

From May to August, 1975, J. Harvey, a political science student from the University of Alberta was employed to begin the project. During the summers of 1976-1981, this work was continued by H. Judge, P. Stolee, A. Hodgson, H. Long, B. Pashak and A. Dost. By the end of 1981, work on the first fifteen legislatures (1906-1967) had been completed. Since 1982, members of the library's permanent staff have continued to research this project and it has now been determined that the register will be an ongoing endeavor.

The register is now contained in thirty loose-leaf binders and is in constant use for reference purposes. As a precaution against loss or theft, the work which has been completed to date has been photocopied. During the spring of 1981, D.B. McDougall, Legislature Librarian, developed a publishing design for the register and during 1985, the manuscript for the first volume was completed by D.J. Byron, Research Officer, and D.B. McDougall. This work will be published at an appropriate time as funding permits.

3. Assistance to the Legislative Interns

Since the beginning of the Alberta Legislative Intern Program in 1974, members of the library staff have been assisting the interns with many of their assignments. Following an initial orientation session concerning library services with each new group of interns during September, the library secures borrowing cards for the interns from the University of Alberta and absorbs all related photocopy expenses. A happy working relationship continues to exist between the Legislative Interns and members of the library staff. On a number of occasions, the interns have expressed their appreciation for the assistance that they have received from the Legislature Library while performing their various duties.

4. Providing for Alberta's Involvement in the Micromedia Microlog Service

During 1974, the Province of Alberta joined the other major Canadian provinces contributing copies of significant government publications to the Microlog information service. Subscribers to this service receive microfiche copies of the publications contributed by the various political jurisdictions as well as a printed index to this material. During 1985, the Legislature Library

continued to perform the clearinghouse function for Alberta government material. B.A. Sears, the library's Senior Documents Technician, carries out this responsibility.

5. Routine Publications

(a) *New Books in the Library*

Twelve issues of *New Books in the Library* were printed during 1985. This publication is distributed to Members of the Legislative Assembly and some related types of library organizations and civil servants. As at 31 December, 1985, this publication was being prepared by L.R. Buhr, Head of Information and Reference Services, I.C. Langhammer, Documents Librarian, N.H. DeJager, Technical Services Librarian and L.J. Stein, Technical Services Assistant.

(b) *Selected Periodical Articles List*

The publication of the *Selected Periodical Articles List* was also continued during 1985. This list cites articles concerning public issues and the activities of governments which should be of interest to Members of the Legislative Assembly, their support staff and the Legislative Interns. Twelve issues of this publication were prepared during 1985. As at 31 December, 1985, it was being prepared by S.S. Kujansuu, Serials Librarian, and T.A. Shah, Serials Clerk.

6. Special Publications

In 1977, C.E. Backhaus, former Head of Reference Services, began cooperating with K.L. Powell, Coordinator of Cooperative Government Library Services, in the compilation of a reference guide entitled "Legislative, Departmental and Interdepartmental Committees of the Province of Alberta, 1905-1977". On 31 March, 1981, C.E. Backhaus resigned from the staff of the Legislature Library and work on her part of the project, the legislative committees, ceased. This research is now being continued by L.R. Buhr, Head of Information and Reference Services. Since the work concerning departmental and interdepartmental committees was completed during 1982, it was published separately under the title of *"Reference Guide to Alberta Government Committees, 1905-1980."* Copies of this publication can be purchased by sending a prepayment of $10.00, made payable to the Provincial Treasurer, Province of Alberta, to Publications and Statutes, Queen's Printer, 11510 Kingsway Avenue, Edmonton, Alberta, T5K 2G6. The material gathered concerning legislative committees will be considered for publication when that particular part of the project has been completed.

D. COOPERATIVE GOVERNMENT LIBRARY SERVICES SECTION

The Cooperative Government Library Services Section of the Legislature Library is responsible for providing technical counsel concerning the development of provincial government special library operations and coordinates some of the cooperative programs which have been established among provincial government libraries. A list of these programs follows:

- Alberta Government Libraries' Union Catalogue. This catalogue is an index to the collections of a cross-section of provincial government libraries.
- Union List of Serials in Alberta Government Libraries. This list indicates the location of a large number of news magazines and research journals which are subscribed to by a cross-section of provincial government libraries.
- Alberta Government Libraries' Interlibrary Loan Service. This service facilitates interlibrary loan service between provincial government libraries and the University of Alberta Library.
- *Directory of Alberta Government Libraries.*
- *Alberta Government Libraries' Newsletter.*
- Cooperative acquisition and use of expensive indexing guides and catalogue card duplicating equipment.

As noted previously in this report, the Legislature Library has no line authority over provincial government libraries. These libraries are administered and funded by the parent agency or department.

1. **Consulting Services Provided to Provincial Government Agencies Concerning the Development of Special Library Operations**

During 1985, the Cooperative Government Library Services Section continued to provide technical counsel to department libraries and provincial government officials concerning the development of special library operations. The majority of questions received were related to acquisition and cataloguing procedures, sources of library supplies and equipment and the details of provincial regulations which apply to special libraries. As well, however, the section Coordinator also counselled officials of the Alberta Social Services and Community Health Library Review Committee on a more extensive basis. In addition to this, the section responded to many queries concerning employment opportunities in Alberta government libraries.

2. Status of the Alberta Government Libraries' Union Catalogue

The Cooperative Government Library Services Section is responsible for maintaining the Alberta Government Libraries' Union Catalogue. This catalogue provides author/main entry and title access to the collections of a cross-section of provincial government libraries. The purpose of the catalogue is to provide for the more efficient use of provincial government library resources. The following government libraries are contributors:

- Alcoholism and Drug Abuse
- Attorney General Law Libraries
- Consumer and Corporate Affairs
- Culture
- Economic Development
- Education
- Energy and Natural Resources
- Environmental Council of Alberta
- Federal and Intergovernmental Affairs
- Government Services - Information Services Division
- Historical Resources Library, Provincial Archives of Alberta, Culture
- Hospitals and Medical Care
- Housing and Public Works
- Labour
- Legislature Library
- Municipal Affairs
- Ombudsman
- Personnel Administration Office
- Recreation and Parks
- Social Services and Community Health
- Solicitor General
- Tourism and Small Business
- Transportation
- Treasury, including Bureau of Statistics and Corporate Tax
- Workers' Health, Safety and Compensation

In order to improve the efficiency of the union catalogue and provide for its future expansion, the Cooperative Government Library Services Section automated it during 1980 using the SPIRES system through the University of Alberta. The first COM (computer output microfilm) version of the catalogue was issued during November, 1981. The COM edition of the list, which includes all material published after 1979, is available to other libraries through the Cooperative Government Library Services Section. During the month of November, 1984, the same data was put on-line and can be searched using that mode by establishing an account with the Computing Services Division, University of Alberta.

The Alberta Government Libraries' Union Catalogue is updated two times per year and now contains 161,606 titles. 127,111 of these are contained in the old card catalogue which is now closed. The remainder are included in the new automated catalogue.

3. **Status of the Union List of Serials in Alberta Government Libraries**

The Cooperative Government Library Services Section is also responsible for the maintenance of the Union List of Serials in Alberta Government Libraries. It provides a comprehensive list of news magazines and research journals which are located in a cross-section of government libraries. It is an automated title entry catalogue and its purpose is to provide for the more efficient use of provincial government library resources. During 1985, the responsibility for establishing related policy was shifted from the Union List of Serials Committee, Alberta Government Libraries' Council, to the Joint ACCL/AGLC (Alberta Association of College Librarians/Alberta Government Libraries' Council) Union List of Serials Committee.

As at 31 December, 1985, the provincial government portion of the list contained 8,578 title entries and the following libraries were contributors:

- Agriculture
- Alberta Research Council
- Alcoholism and Drug Abuse Commission, Calgary
- Consumer and Corporate Affairs
- Culture
- Economic Development
- Education
- Energy and Natural Resources
- Energy Resources Conservation Board, Calgary
- Environment
- Environment Research Centre, Vegreville
- Federal and Intergovernmental Affairs
- Historical Resources, Culture
- Hospitals and Medical Care
- Housing and Public Works
- Labour
- Legislature Library
- Manpower
- Municipal Affairs
- Personnel Administration
- Public Works, Supply and Services, College Plaza Library
- Public Works, Supply and Services, Departmental Library
- Recreation and Parks
- Social Services and Community Health
- Solicitor General
- Transportation
- Treasury including Bureau of Statistics
- Tourism and Small Business
- Workers' Health, Safety and Compensation

During 1985, seven individual training sessions were held to instruct new participants and new coders from present contributors.

Following joint studies during the period 1981-82, the Cooperative government Library Services Section and the Computing Services Division, Alberta Public Works, Supply and Services, determined that the Union List of Serials in Alberta Government Libraries would be more efficient if it were produced using the SPIRES system through the University of Alberta. During the same period of time, K.L. Powell, Coordinator of Cooperative Government Library Services, was serving as a member of the Alberta Association of College Librarians/Alberta Government Libraries' Council Joint Union List Committee which studied the feasibility of amalgamating their respective union lists using the SPIRES system through the University of Alberta. In December, 1982, it was determined that a joint list would be produced during the spring of 1983. This objective was met in June, 1983. The joint list now contains 11,056 unique titles. Microfiche copies can be obtained by sending a cheque or money order for $15.00 made payable to the "Provincial Treasurer, Province of Alberta", to the Cooperative Government Library Services Section, Legislature Library, 802 Legislature Annex, 9718 - 107 Street, Edmonton, Alberta, T5K 2C8.

During 1985, the Cooperative Government Library Services Section also continued its efforts to locate and record the ISSN (International Standard Serial Number) numbers of the titles listed in the Union List of Serials in Alberta Government Libraries. To date, it has verified 8,244 out of 8,578 of these numbers. This data will be useful for future automation projects.

4. Alberta Government Libraries' Interlibrary Loan Service

The Alberta Government Libraries' Interlibrary Loan Service was established during August, 1979, to facilitate interlibrary loan service between Alberta government libraries and the University of Alberta Library. The Cooperative Government Library Services Section of the Legislature Library absorbs all of the administrative costs of this program. User libraries are charged for the cost of related labour. During 1985, 9,420 requests for interlibrary loan service were processed.

5. Routine Publications

(a) *Alberta Government Libraries' Newsletter*

During 1985, the Cooperative Government Library Services Section continued to publish the *Alberta Government Libraries' Newsletter*. The purpose of this newsletter is to keep government library staff informed concerning new developments in the field of information science, significant upcoming events, staff appointments and opportunities for employment. The newsletter is distributed to Alberta government libraries free of charge and is available to other organizations at the rate of $9.00 per year. Eleven issues of the newsletter were published during 1985.

(b) *Directory of Alberta Government Libraries*

The Cooperative Government Library Services Section has been publishing the *Directory of Alberta Government Libraries* since 1973. It is an essential aid to local service, particularly when securing library materials through interlibrary loan. During 1985, two editions were published. Copies can be purchased by organizations other than government libraries for $3.00 per copy.

6. Special Publications

In 1977, K.L. Powell, Coordinator of Cooperative Government Library Services, began cooperating with C.E. Backhaus, former Head of Reference Services, in the compilation of a reference guide to be entitled "Legislative, Departmental and Interdepartmental Committees of the Province of Alberta, 1905-1977". On 31 March, 1981, C.E Backhaus resigned from the staff of the Legislature Library and, consequently, work on her part of the project ceased. However, the Cooperative Government Library Services Section continued to work on their part of this guide and by the end of 1982, they had completed their list of departmental and interdepartmental committees, as well as the related indexing, up to and including 1980. Consequently, a decision was made to proceed by publishing their part separately. This publication, entitled *Reference Guide to Alberta Government Committees, 1905-1980*, can be purchased by sending a prepayment of $10.00, made payable to the "Provincial Treasurer, Province of Alberta", to Publications and Statutes, Queen's Printer, 11510 Kingsway Avenue, Edmonton, Alberta, T5K 2G6.

As well, the Cooperative Government Library Services Section has begun a revision of its 1977 publication *A History of Name Changes of Alberta Government Departments and Agencies, 1905-1973*. At this time, it is estimated that this project will be completed sometime during 1987. At that time, a decision will be made whether to publish the related material or not.

E. LEGISLATIVE RESEARCH SERVICES SECTION

Many parliamentary libraries in the Commonwealth have either been studying the possibility of, or have already established research units. This trend has become quite common in the United States as well. Research units differ from information and reference units in that the related staff are generally subject specialists and not professional librarians. Research units provide in depth information services rather than the shorter responses to inquiries and the more general type of directional assistance given by information and reference units. As well as serving individual parliamentarians, research units also assist legislative committees with their information

requirements. At the present time, only two other provinces in Canada, Ontario and Quebec, provide legislative research services.

During 1978, Alberta's Legislature Librarian completed his research concerning this subject and submitted a report to the Speaker of the Legislative Assembly and the Special Select Standing Committee on Members' Services proposing the establishment of a nine person research section at the Legislature Library during the period 1980-1986. The implementation period was subsequently reduced to 1980-1984. He then requested the funds required to employ the first four staff members for the section in the library's 1981/82 estimates. This request was approved and, following an extended delay in the classification of these positions, the Legislature Library began staffing the unit. As at 31 December, 1982, the permanent staff establishment of the section consisted of six persons: a Director, three Research Officers and two Secretaries. The subject areas which were provided for were economics, law, political science and public administration. At this point, because of the economic recession, further development of the section was postponed. As at 31 December, 1985, its status had not changed.

As well as carrying out many of the more routine types of research assignment during 1985, the Legislative Research Services Section also completed its work for the Special Select Committee on Senate Reform.

F. MICROFILMING THE LEGISLATURE LIBRARY'S COLLECTION OF PROVINCIAL WEEKLY NEWSPAPERS

Since it was officially established in 1906, the Legislature Library has been acquiring and maintaining a collection of the majority of Alberta newspapers. The object of this policy is to help Members of the Legislative Assembly keep informed concerning developments in their constituencies while they are away from home when the Legislature is sitting. The collection now consists of 522 titles of which 114 are current and has become an invaluable source of information concerning local history. However, over the years, the acid content of the newspapers has resulted in the decay and gradual disintegration of the earlier issues of many titles. A considerable amount of concern has been expressed about the existing condition of the collection and it has been determined that the newspapers should be preserved by microfilming.

Following the failure of the Provincial Archives to undertake this project, the Legislature Librarian developed a proposal for funding the microfilming during the fall of 1976. He recommended that $15,000.00 per year be provided for eleven years and included this plan in the library's estimates for 1977/78. This plan was approved, and since that time, an additional $15,000.00 per year and one permanent staff Microforms Clerk have been added to the program. It should be noted that it has now been determined that this will be an ongoing project.

Because they are used more for research purposes, newspaper titles published in regional centres are being microfilmed first unless representatives from a particular community or the publisher of a local paper come forward and offer to assist the Legislature Library by supplying issues which are missing from its collection. In this case, the community concerned is placed on a separate short list.

The main problems presently being encountered during the course of this project are the delays being experienced in receiving the issues which are missing from the Legislature Library's collection from cooperating organizations and the length of time it takes to complete microfilming each community's newspapers. Because of its relatively slow progress, the Legislature Librarian is investigating alternate approaches to this program. Some improvements were instituted during 1984.

As at 31 December, 1985, newspaper titles for the communities of Edson, Grande Prairie, Banff, Barrhead, Leduc, Peace River, Blairmore, Tofield, Youngstown, Pincher Creek, Irma, Acme, Stony Plain, Cardston, some previously unfilmed Calgary, Medicine Hat, Lethbridge and Strathcona titles, Fort Macleod, Hanna, Stettler, Athabasca, Fairview, Alliance, Airdrie, Sedgewick, Consort, Monitor, Viking, Vegreville, Grimshaw, St. Paul, Taber, Coleman, Cowley, Frank, a number of previously unfilmed Edmonton titles, Fort Saskatchewan and Ponoka have been completed as well as the following miscellaneous titles: *Le Progress, Le Progress Albertain, Alberta Herold, L'Etoile de St. Albert,* the *Edmonton Journal Farm Weekly* and the *Alberta Farm Journal.*

Since 1984, the microfilm files for Edson, Grande Prairie, Banff and Peace River have been updated. Grande Centre, Brooks, Drayton Valley, High Level, Provost and Redcliffe are scheduled for microfilming during 1986.

G. RECORDS MANAGEMENT

During 1985, the Legislature Librarian completed the local disposition of library administrative records for the period 1982-1984. As well, some minor improvements were made to the existing records system.

H. PREMISES

During the month of March, 1985, the Legislature Library leased an additional computer terminal to accommodate the automation of its book catalogue. A number of other useful applications of this equipment are planned.

The same month, an emergency plan for library employees working at the Legislature Annex was completed.

During 1985, Alberta Public Works, Supply and Services supplied the Legislature Library with ergonomic chairs for all of its computer terminal work stations. This action has had the effect of improving working conditions for library terminal operators.

In 1985, the following members of the library staff cooperated in the provisions for local safety and security: D.B. McDougall, Legislature Librarian, and E.V. Cardy, Senior Library Technician, served as fire wardens and B.A. Sears, Senior Documents Technician, served as a first aid attendant.

I. LIBRARY INVOLVEMENT IN RELATED STUDIES AND SURVEYS

As well as responding to many less significant requests for directory type information on a routine basis, the Legislature Library also participated in the following more extended studies during 1985:

- Alberta Government/College Libraries Union List Survey
- Alberta Government Libraries' Council Automation Survey
- Alberta Government Libraries' Council Statistics Canada Survey
- Alberta Public Works, Supply and Services, Computer Division, Training Needs Survey
- Alberta Public Works, Supply and Services Electronic Data Processing Survey
- Alberta Public Works, Supply and Services Microcomputer Software Survey
- Association of Parliamentary Librarians in Canada 1984/85 Survey of Parliamentary Libraries
- Canadian Association of Law Libraries and the Canadian Law Information Council Technical Services Practices in Libraries Survey
- Canadian Education Association Access to Canadian Education Information Questionnaire
- Canadian Library Association 1985 Conference Program Evaluation Survey
- Canadian Online Users' Interest Group Survey
- Canadian Petroleum Association *Statistical Handbook* Survey
- Canadian Tax Foundation Survey
- Edmonton Spires User Group Directory of Library Automation in the Edmonton Area Survey
- Grant MacEwan College Survey of Alberta Government Libraries
- INFOMART Energy-Related Databases Survey
- Library Association of Alberta's Continuing Education Needs Assessment Survey
- McGill University Survey Concerning Legal Citation
- Seneca College Microcomputer Hardware and Software Used in Canadian Libraries Survey
- Special Libraries Association Salary Survey

The Legislature Library's participation in these studies represents the Province of Alberta's concern for, and interest in, related research activities and library development. The long term result of much of this work is improved local library service.

J. LOCAL, PROVINCIAL, NATIONAL AND INTERNATIONAL REPRESENTATION IN RELATED ASSOCIATIONS AND ORGANIZATIONS

As at 31 December, 1985, the Legislature Library was either a corporate or institutional member of the following related associations and organizations:

- Alberta Association of Library Technicians
- Alberta Government Libraries' Council
- Association for Canadian Studies
- Association of Parliamentary Librarians in Canada
- Bibliographical Society of Canada
- Canada West Foundation
- Canadian Association for Information Science
- Canadian Association of Law Libraries
- Canadian Historical Association
- Canadian Library Association
- Canadian Study of Parliament Group
- Canadian Tax Foundation
- Commonwealth Library Association
- C.D. Howe Research Institute
- Greater Edmonton Library Association
- The Heraldry Society of Canada
- Heritage Canada
- Historical Society of Alberta
- Indexing and Abstracting Society of Canada
- Institute of Public Administration in Canada
- International Federation of Library Associations
- Legislative Reference Section, Social Science Division, Special Libraries Association
- Library Association of Alberta
- Pacific Northwest Library Association
- Western Canada Chapter, American Society for Information Science

As well, the following members of the library's permanent staff served in the capacities noted during 1985:

- E.V. Cardy, Senior Library Technician - Alberta Association of College Librarians/Alberta Government Libraries' Council Joint Union List of Serials Committee
- C.L. Gall, Research Officer - International Commission of Jurists (Canadian Section), Canadian Bar Association
- I.C. Langhammer, Documents Librarian - Treasurer, Greater Edmonton Library Association; President, Edmonton Chapter, Canadian Association of Special Libraries and Information Services and Convenor, Coordinating Group for Access to Information, Canadian Library Association
- D.B. McDougall, Legislature Librarian - Alberta Library Network Assembly and Curriculum Committee, Self-Study for Accreditation, Faculty of Library Science, University of Alberta
- K.L. Powell, Coordinator of Cooperative Government Library Services - Ad Hoc Committee on Copyright, Ad Hoc Committee on Library Automation and Standards Committee, Alberta Government Libraries' Council; Alberta Association of College Librarians/Alberta Government Libraries' Council Joint Union List Committee and Alberta Government Libraries' Council/ Library Association of Alberta/Edmonton Chapter, Canadian Association of Special Libraries and Information Services Information Management Workshop Steering Committee
- L.J. Shurko, Serials Technician - Secretary, Alberta Association of Library Technicians

- L.J. Stein, Technical Services Assistant - Continuing Education and Convention Committee, Alberta Association of Library Technicians

The Legislature Library's representation and participation in the activities of these organizations represents the Province of Alberta's concern for, and interest in, related research and library development. As well, participating staff members gain knowledge and skills which assist them in the conduct of their duties at the Library.

K. PUBLIC RELATIONS

When appropriate, the Legislature Library cooperates with the Legislative Assembly, government officials and other organizations and individuals by permitting the use of its facilities and resources for other purposes.

During the first part of January, 1985, D.B. McDougall, Legislature Librarian, E.V. Cardy, Senior Library Technician, and C. Yung, Secretary, completed an inventory and evaluation of the library collection at Alberta Government House. This project was undertaken as a courtesy to the governing board of that institution.

On 14 March, 1985, the Legislature Library was used for the reception following the opening the the Third Session, 20th Legislature. Premier Lougheed's reception following the official presentation of the *Canadian Encyclopedia* was also held at the main library on 28 June, 1985.

During July, Legislature Library premises were made available to Norflick Productions for location production of a children's film and B.A. Sears, Senior Documents Technician, assisted CBC-TV in the production of a news item related to the visit of the Queen Mother to Edmonton. Again during September, she assisted CBC-TV in the production of "Under the Dome" for *Monday Magazine*. Library premises were used for both of these CBC programs.

In October, the Legislature Library loaned one of its oil paintings, "Fort Edmonton", to the Edmonton Art Gallery for their exhibition "Edmonton: A History" and during November, the Legislature Library helped organize the 1985 Remembrance Day ceremony at the Legislature Building by arranging for the display of the Books of Remembrance in the rotunda.

During December, B.A. Sears, Senior Documents Technician, participated in the special Christmas Carol Service which was held in the rotunda of the Legislature Building.

And finally, during 1985, approximately 13,406 tourists visited the Legislature Library as well as a number of delegations from other parts of Canada and the world and the library provided counsel for many persons who were seeking employment in Alberta libraries.

L. INSTRUCTIONAL SERVICES PROVIDED BY THE LEGISLATURE LIBRARY

Because of their special types of knowledge and skills, members of the Legislature Library are often asked for assistance and/or counsel by related individuals and organizations. When these requests are appropriate, the library responds.

During the month of February, L.R. Buhr, Head of Information and Reference Services, gave library orientation to a Government Members' Sessional Researcher and K.L. Powell, Coordinator of Cooperative Government Library Services, participated in a panel discussion entitled "Obtaining Library Employment in Edmonton" which was held at the Faculty of Library Science, University of Alberta.

In March, D.B. McDougall, Legislature Librarian, and I.A. Broersen, Documents Technician, gave a presentation concerning the Legislature Library's facilities and services to a class of library technology students from Grant MacEwan Community College and L.R. Buhr, Head of Information and Reference Services, gave library orientation to a staff member of the Government Members' Research Branch.

During September, D.B. McDougall, Legislature Librarian, L.R. Buhr, Head of Information and Reference Services, and I.C. Langhammer, Documents Librarian, gave library orientation to the 1985/86 class of legislative interns.

And in November, L.R. Buhr, Head of Information and Reference Services, I.C. Langhammer, Documents Librarian, L.J. Shurko, Serials Technician, and L.J. Stein, Technical Services Assistant, gave presentations concerning the Legislature Library's facilities and services to two sections of one class of library technology students from Grant MacEwan Community College.

M. PARTICIPATION IN THE ALBERTA GOVERNMENT LIBRARIES' COUNCIL

During 1974, the Alberta Government Libraries' Council was organized to improve library service through better communication and cooperation. Most of the Council's work is accomplished through committees and in the interest of good communication, K.L. Powell, Coordinator of Cooperative Government Library Services, Legislature Library, serves as an ex-officio member of the Council executive. Similar organizations exist within the Canadian federal government and the provinces of British Columbia, Nova Scotia, Ontario and Saskatchewan.

During 1985, K.L. Powell served on the Council's Ad Hoc Committee on Copyright, Ad Hoc Committee on Library Automation and Standards Committee and K.L. Powell and E.V. Cardy, Senior Library Technician, Cooperative Government Library Services, served on the Alberta Association of College Librarians and Alberta Government Libraries' Council Joint Union List Committee. As well, K.L. Powell organized the Council's archives and is arranging for their formal disposition to the Provincial Archives of Alberta. Several other members of the Legislature Library staff attended meetings of the Council's special interest groups concerning reference and technical services during 1985.

N. THE LEGISLATURE LIBRARY AND ALBERTA LIBRARY SERVICE STUDIES

Since 1974, Alberta Culture, the Library Association of Alberta and other organizations have conducted a number of studies concerning provincial library service. The Legislature Library has contributed to many of these. At the present time, D.B. McDougall, Legislature Librarian, and K.L. Powell, Coordinator of Cooperative Government Library Services, are serving as members of the Alberta Library Network Assembly. This assembly is studying means of improving library service in Alberta through resource sharing. During the last three months of 1985, the Legislature Library was also cooperating with Library Services, Alberta Culture, by tabulating local interprovincial interlibrary loan traffic on the Prairies. This data will be submitted to Library Services during the first part of January, 1986.

O. STAFF DEVELOPMENT

Human resources are often neglected during the development of an organization. Opportunities should be provided for all staff members to improve their knowledge and skills. The Legislature Library has a staff development policy which provides assistance to staff members when this type of support is appropriate. During 1985, the following personal development activities were undertaken by the staff members noted:

During the month of January, L.R. Buhr, Head of Information and Reference Services, and D.J. Byron, Research Officer, completed the Alberta Personnel Administration Office course "Essentials of Situational Leadership"; L.P. Campbell, Research Officer, attended the Canadian Institute of International Affairs lecture entitled "Prospects for Food Self-Sufficiency in Ethiopia

and Other African Countries"; C.L. Gall, Research Officer, attended the annual meeting of the Alberta Bar Association and B.A. Sears, Senior Documents Technician, L.J. Shurko, Serials Technician, and L.J. Stein, Technical Services Assistant, completed a QuickLaw basic training course.

In February, J.E. McDonough, Director of Legislative Research Services, attended a seminar at the University of Alberta concerning the Australian Senate; K.L. Powell, Coordinator of Cooperative Government Library Services, attended the Canadian Library Association seminar "Survey Techniques to Analyze Library Services" and I.C. Langhammer, Documents Librarian, and N.D. De Jager, Technical Services Librarian, attended the Canadian Library Association seminar "Research Methods".

In April, D.J. Byron, Research Officer, attended the Second Banff Conference on Natural Resources Law entitled "Natural Resources Management in a Federal State" and G. Gosen, Interlibrary Loan Technician, attended the Alberta Personnel Administration Office course "Interpersonnel Communication".

During May, D.B. McDougall, Legislature Librarian, K.L. Powell, Coordinator of Cooperative Government Library Services, and L. LaBrie, Interlibrary Loan Technician, attended the annual conference of the Library Association of Alberta; L.R. Buhr, Head of Information and Reference Services, and I.A. Broersen, Documents Technician, attended the Canadian Library Association seminar "The Reference Inquiry"; L.R. Buhr, I.C. Langhammer, Documents Librarian, and N.H. De Jager, Technical Services Librarian, attended a DIALOG (online information retrieval) workshop; D.J. Byron, Research Officer, attended the annual conference of the Canadian Political Science Association; L.P. Campbell, Research Officer, attended the annual conference of the Canadian Economic Association; N.H. DeJager attended the Alberta Personnel Administration Office course "The Supervisor in the Automating Office"; E.V. Cardy, Senior Library Technician, G. Gosen, Interlibrary Loan Technician, B.A. Sears, Senior Documents Technician, and L.J. Shurko, Serials Technician, attended the annual conference of the Alberta Association of Library Technicians and N.L. Tulk, Documents Clerk, attended the Alberta Personnel Administration Office course "The Career Planning Process".

In June, D.B. McDougall, Legislature Librarian, K.L. Powell, Coordinator of Cooperative Government Library Services, I.C. Langhammer, Documents Librarian, and L.J. Shurko, Serials Technician, attended the annual conference of the Canadian Library Association; I.C. Langhammer completed a WILSONLINE (online information retrieval) seminar as well as the Alberta Personnel Administration Office course "Human Resource Management"; J.E. McDonough, Director of Legislative Research Services, attended the same office's course "Management, Leadership, Motivation"; L.R. Buhr, Head of Information and Reference Services attended the annual conference of the Special Libraries Association; N.H. De Jager, Technical Services Librarian, and L.J. Stein, Technical Services Assistant, attended the MTS and Editor Fundamentals course at the Computing Services Division, University of Alberta, and G.A. Boyer, Senior Secretary, attended the Alberta Personnel Administration Office "Report Writing Workshop".

During July, N.H. DeJager, Technicial Services Librarian, and C.M. Mather, Temporary Technical Services Assistant, attended the "Introduction to the IBM PC" course at the Computing Services Division, University of Alberta, and N.H. DeJager attended the "Introduction to Spires" course held at the same location.

In August, J.E. McDonough, Director of Legislative Research Services, attended the annual meeting of the Institute of Public Administration of Canada; K.L. Powell, Coordinator of Cooperative Government Library Services, attended a DOBIS Search Service (online cataloguing and interlibrary loan data) seminar at the University of Alberta and C.L. Gall, Research Officer, attended the annual meeting of the Canadian Bar Association.

During September, L.P. Campbell, Research Officer, attended the Alberta Personnel Administration Office course "Women Entering a Management Role".

In October, D.B. McDougall, Legislature Librarian, attended the First Symposium on Library Education in Canada; S.S. Kujansuu, Serials Librarian, attended a DIALOG (online information retrieval) workshop at the Faculty of Library Science, University of Alberta; L.J. Stein, Technical

Services Assistant, attended the Alberta Personnel Administration Office course "Dealing With the Public" and C. Yung, Secretary, attended the same office's workshop "Interpersonnal and Organization Skills for Clerks and Secretaries".

During November, D.B. McDougall, Legislature Librarian, K.L. Powell, Coordinator of Cooperative Government Library Services, I.C. Langhammer, Documents Librarian, N.H. DeJager, Technical Services Librarian, and L.J. Shurko, Serials Technician, attended the "Information Management - State of the Art" workshop at the Edmonton Convention Centre; L.R. Buhr, Head of Information and Reference Services, attended the Alberta Personnel Administration Office course "Logical and Creative Problem Solving" and a lecture entitled "The Public Service" by Senator M. Pitfield; C.L. Gall, Research Officer, attended the Alberta Personnel Administration Office course "Essentials of Situational Leadership"; I.A. Broersen, Documents Librarian, attended the same office's course "Dealing With the Public"; L.J. Shurko attended the Alberta Association of Library Technicians "Reference Update Workshop"; L.J. Stein, Technical Services Assistant, attended three courses related to the use of the IBM PC and SCITECH (automated library catalogue software package) at the Computing Services Division, University of Alberta, and J.F. Grabski, Secretary, attended an NBI word processing course.

And in December, D.B. McDougall, Legislature Librarian, and L.P. Campbell, Research Officer, attended an Economics Society of Alberta lecture entitled "Free Trade".

P. STATISTICS - 1985

It is important that library organizations maintain statistical records concerning the size of their collection and levels of production and service. Although some caution must be exercised when interpreting this type of information, it is essential for evaluation and planning purposes.

1. INFORMATION AND REFERENCE SERVICES SECTION

(a)	Size of Complete Collection (by conventional count)	167,477
(b)	Number of Serial (i.e. news magazines and research journals) Titles Received and Retained	525
(c)	Number of Newspaper Titles Received	141
(d)	Number of Books Received	1,539
(e)	Number of Government Publications Received	25,306
	Source: Alberta - 34%	
	Canadian Federal Government - 33%	
	Other Canadian Provinces - 25%	
	Other Jurisdictions - 8%	
(f)	Number of Pamphlets Received	16
(g)	Number of Items Indexed by Conventional Cataloguing	1,451
(h)	Number of Government Publications Titles Indexed Using the CODOC Automated System	3,737
(i)	Number of Issues of *New Books in the Library* Published	12
(j)	Number of Issues of the *List of Selected Periodical Articles* Published	12
(k)	Number of Bulletin Board Displays Prepared	24
(l)	Circulation (Items borrowed for use outside library premises)	8,033
(m)	Number of Requests for "Quick" Information Service (Take less than 15 minutes to service)	7,389
(n)	Number of Requests for Extended Reference Services	562
(o)	Number of Photocopies Produced for Information and Reference Purposes	51,593
(p)	Number of Requests for Interlibrary Loans Serviced by the Information and Reference Services Section	399

2. COOPERATIVE GOVERNMENT LIBRARY SERVICES SECTION

(a)	Size of the Alberta Government Libraries' Union Catalogue (Titles)	161,606
(b)	Number of Libraries Contributing to the Alberta Government Libraries' Union Catalogue	25

(c) Size of the Union List of Serials in Alberta Government Libraries (Titles) ..	8,578
(d) Number of Libraries Contributing to the Union List of Serials in Alberta Government Libraries	29
(e) Number of Requests Serviced by the Alberta Government Libraries' Interlibrary Loan Service	9,420
(f) Number of Issues of the *Alberta Government Libraries' Newsletter* Published	11
(g) Number of Issues of the *Directory of Alberta Government Libraries* Published	2

3. LEGISLATIVE RESEARCH SERVICES SECTION

(a) Oral Consultations	
By Telephone	65
In Person	
- With a Member of the Legislative Assembly	13
- With a Staff Person	42
Total	120
(b) Written Communications	
Project Type A (Inquiry)	18
Project Type B (Short-term)	29
Project Type C (Medium-term)	53
Project Type D (Long-term)	6
Total	106
(c) Distribution of Papers	
Distribution of Released Papers (i.e. This figure includes papers prepared for parliamentary conferences, committees, duplicate papers requested by the original recipient and papers released for distribution.)	234
Distribution of Background Papers	138
Total	372
(d) Assistance to Legislative Committees	
Background Papers	16
Committee Staff Consultations	28
Committee Related Meetings	10
Total	54

During 1985, the Legislature Library experienced the following changes in its volume of services:

- Circulation (i.e. material borrowed for use outside the library)	-13%
- Quick Information and Reference Service	- 8%
- Extended Information and Reference Service	-12%
- Oral Consultations, Legislative Research Services	+20%
- Written Communications, Legislative Research Services	+17%
- Distribution of Papers, Legislative Research Services	+85%

Undoubtedly, these figures were affected by the fact that the House sat 13 (-20%) fewer days during 1985 than in 1984.

Q. PROGRAM DEVELOPMENT

During 1985, the Legislature Library began preparing for the automation of its book catalogue. This project will be accomplished using the SCITECH software program with SPIRES programming and data processing support provided through the Computing Services Division, University of Alberta. As at 31 December, 1985, the related equipment and software tests were in progress. N.H. DeJager, Technical Services Librarian, is supervising the development of this project.

The library began its videotape services program on 1 November, 1985. This service provides videotape programs concerning public affairs and videotape equipment for library users. The videotape collection is in VHS format, however, both VHS and Beta equipment are available for use at the Legislature Library. The library hopes to acquire a U-Format unit during 1986.

As the economic picture brightens, hopefully, the Legislature Library will acquire more funds for microfilming Alberta weekly newspapers and continuing the development of its Legislative Research Services Section.

R. BUDGET

The Legislature Library's budget for the 1985/86 fiscal year (i.e. 1 April, 1985 to 31 March, 1986) is $1,082,958. As at 31 December, 1985, the library's budget for the 1986/87 fiscal year was estimated at $1,148,454. This represents an overall increase of +6.0%. Most of these funds are required to maintain the existing library operation. Small amounts have been added to cover the cost of data processing and subscriptions to newspaper and periodical publications.

Details concerning the Legislature Library's estimates for the 1985/86 and 1986/87 fiscal years follow:

ACCOUNT	1985/86	1986/87
Staff		
Salaries	$ 656,424	$ 701,196
Wages	30,439	31,361
Employer Contributions	81,193	92,995
Allowances and Supplementary Benefits	8,000	8,500
Totals	$ 776,056	$ 834,052
Supplies and Services		
Travel and Relocation	13,800	13,800
Freight and Postage	5,000	5,000
Rental of Assets	32,250	32,250
Telephones and Communications	1,200	1,200
Repair and Maintenance - Equipment	8,352	8,352
Professional, Technical and Labour Services	9,000	9,000
Data Processing Services	71,000	75,500
Hosting	300	300
Office Supplies	30,000	30,000
Books	45,000	45,000
Periodicals and Newspapers	31,500	36,500
Microfilm	52,500	52,500
Totals	$ 299,902	$ 309,402
Purchases of Fixed Assets		
Purchase of Library Equipment	7,000	5,000
TOTALS	$1,082,958	$1,148,454

It should be noted that the library's expenditures are audited annually by representatives of the Auditor General's office.

S. FUTURE OBJECTIVES

1. Short Term Objectives

Project	Deadline
Complete the Legislature Library's Annual Report for 1985	31 January, 1986
Commence Planning Summer Projects	1 March, 1986
Complete Local Conference Attendance and Wage Plans for 1986	31 March, 1986
Commence Summer Projects	1 May, 1986
Commence Equipment Orders for 1986/87	1 July, 1986
Complete Legislature Library Estimates for 1987/88	31 July, 1986
Complete Revision of Library Publications and Policy Statements as Required	30 September, 1986
Complete Formal Disposition of Library Administrative Records for the Period 1978-1980	31 October, 1986
Commence Publication of One New Reference Guide	1 December, 1986
Complete Microfilming Six More Alberta Communities' Weekly Newspapers	31 December, 1986

2. Long Term Objectives

Complete Establishment of the Legislative Research Services Section	31 December, 1988
Complete Automation of the Legislature Library's Book Catalogue	31 December, 1989

T. ACKNOWLEDGMENTS

All members of the library staff would like to express their appreciation to the following individuals and organizations who have made contributions toward the library's ongoing service program and planned development during 1985:

The Honourable Gerard J. Amerongen, Q.C., Speaker of the Legislative Assembly of Alberta

The Special Standing Committee on Members' Services
Dr. W.A. Buck, M.L.A., Clover Bar
Mrs. S.A. Cripps, M.L.A., Drayton Valley
Mrs. S.B. Embury, M.L.A., Calgary North West
Mr. A.J. Gurnett, M.L.A., Spirit River-Fairview
Mr. A.W. Hyland, M.L.A., Cypress
Mr. K.R. Kowalski, M.L.A., Barrhead
Mr. R. Martin, M.L.A., Edmonton Norwood
Mr. N.I. Pengelly, M.L.A., Innisfail
Mr. W.F. Purdy, M.L.A., Stony Plain
The Hon. Dr. I.C. Reid, M.L.A., Edson

C. Eliuk and Staff, General Administration Office, Legislative Assembly of Alberta

W. Kreibom and Staff, Alberta Public Works, Supply and Services

P. Freeman and Staff, University of Alberta

V. Richards and Staff, Edmonton Public Library

E. Spicer and Staff, Library of Parliament